



## PARKS AND RECREATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	PARKS AND RECREATION, DEPARTMENT OF	<b>RELEASE DATE:</b>	Monday, December 3, 2012
<b>POSITION TITLE:</b>	Deputy Director, Administrative Services	<b>FINAL FILING DATE:</b>	Monday, December 17, 2012
<b>CEA LEVEL:</b>	CEA 3	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 8,594.00 - \$ 9,476.00 / Month	<b>BULLETIN ID:</b>	12032012_1

### POSITION DESCRIPTION

The Deputy Director for Administrative Services leads a service oriented division that benefits field and headquarters endeavors to achieve the mission of the Department.

Under administrative direction of the Director of the Department of Parks and Recreation, plans, organizes and directs the Administrative Services function in the areas of budgeting, information security, business services, personnel, training, accounting, contracting and labor relations. Serves as a member of the Director's Executive staff and participates in the development and evaluation of departmental policy in all program areas.

Successful candidates will lead efforts to improve collaborative efforts, partnerships, open communications, recognition, respectful relations, increasing cross-functional teams, and ensuring all voices are heard.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

#### Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

#### Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or

more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

#### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

### **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional

qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

In addition to the above knowledge and abilities, candidates should also possess the following personal attributes: interpersonal sensitivity; decision-making skills; leadership skills; composure and self-control; tact and diplomacy.

When evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the factors listed below will provide the basis for competitively evaluating each candidate.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III and above that includes the following:

- A person of unquestionable integrity.
- Experience in creating, improving, and managing customer service both internal and external.
- Experience in building strong business relationships internally and externally that add value to the organization.
- Experience in managing multiple and varied human resource issues including development of individual improvement plans, educational resources, and training development among staff.
- Experience in conflict resolution associated with disagreements between and/or among internal and external stakeholders at various levels.
- Experience in presenting program issues before Legislative committees, control agencies, and local governments.
- Experience in conducting studies and the resulting policy formulation.
- Demonstrated high level of technical and detailed knowledge in the State's financial and fiscal management, accounting and contracting process.
- Demonstrated knowledge and experience in budgetary management and development and ability to make sound fiscal decisions.
- Knowledge of Parks and Recreation programs, policies, procedures, and overall mission.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Administrative Services**, with the **PARKS AND RECREATION, DEPARTMENT OF**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

The examination process will consist of an application, resume, and Statement of Qualification evaluation, and, for the most qualified candidates an interview. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" listed above and will serve as documentation of each candidate's ability to present information clearly and concisely in writing, since this is a critical factor to successful performance. The Statement of Qualifications will be considered when assigning a final score. Hiring Interviews will be conducted with only the most qualified candidates.

## **FILING INSTRUCTIONS**

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no longer than three pages in length, with standard margins and 12 point font size.
- Resumes do not take the place of the Statement of Qualifications.
- Applicants who fail to submit a Standard State Application (Form 678), the Statement of Qualifications, or a Resume will be eliminated from this examination process.

### **Applications must be submitted by the final filing date to:**

PARKS AND RECREATION, DEPARTMENT OF, Selections Unit, Attention Karen Oswald  
P.O. Box 942896, Sacramento, CA 94296  
Karen Oswald | (916) 651-0438 | [koswald@parks.ca.gov](mailto:koswald@parks.ca.gov)

## **ADDITIONAL INFORMATION**

Questions regarding this position should be directed to Aaron Robertson at (916) 651-7661 or by email: [aaronrobertson@parks.ca.gov](mailto:aaronrobertson@parks.ca.gov).

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The PARKS AND RECREATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including

integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** [CEA and Exempt Appointees](#)